

# Salary Certificate Attestation

In the present era of globalization, it is very common to pursue employment opportunities abroad. When this happens, you may be required to authenticate several certificates and documents. A salary certificate is one of the most important documents among them. Before delving into salary certificate attestation, it is important to know what a Salary certificate is.

## Salary certificate

[Salary Certificate](#) also known as income certificate is a formal document provided by the organization upon the request of its employees, serving as evidence of their employment with the company. It includes essential information such as salary details, job designation, responsibilities, and duration of employment. Firms from different countries may ask for salary certificates as proof of employment and payment when you try to get into a job abroad. This certificate is usually issued on the company's official letterhead with proper signatures and seals from respective authorities.

Whenever submitting a document to a foreign entity, it should be duly attested. Only attested certificates are accepted abroad. With attestation, the legality of the certificates is established making it acceptable across international boundaries. The same is applicable to salary certificates.

## Why is a Salary Certificate necessary?

A salary certificate is intended to show your monthly salary. It may be required to be submitted to different authorities for different purposes. Generally, this certificate is used as evidence of your salary which is indicative of your financial situation. It is an essential document proof of your repayment potential if you wish to get a loan. Certain cases are given below in which a salary certificate might need to be furnished.

- Visa application
- Scholarships
- Fee submissions
- Credit card application
- Subsidies

## Things to be included in the Salary Certificate?

A salary certificate should include a number of details such as the employee's name, code, address, designation, and date of joining and leaving. It shows details regarding your salary.

The details include your basic salary, gross salary, deductions and different allowances provided by the company.

The salary certificate should be printed on the formal letterhead of the issuing company, with a signature from the authorized personnel and a rubber stamp of the organization.

## Importance of Salary Certificate Attestation

[Salary certificate attestation](#) is the authentication of the certificates by authorized officials at different levels making the salary certificate valid for all official purposes and eliminating further verification. Salary certificate attestation falls under the category of non-educational certificate attestation. Salary certificate attestation is required for all kinds of employment. It is essential while applying for a job in a foreign country. This process of attestation ensures that the document is genuine and it prevents the entry of counterfeit documents.

An attested salary certificate cannot be used forever. The validity of your attested salary certificate is only for one year. After one year you have to renew it to make sure the details in it are still relevant.

## Procedure of [Salary Certificate Attestation](#)

To get a Salary Certificate attested, it should go through a series of steps. These are attestations at the initial level, MEA, Embassy and MOFA attestation.

- **Notary attestation**

Notary attestation or regional level attestation is the initial step in the Salary Certificate Attestation procedure. Notaries are legal authorities who are authorized to attest documents. The Chamber of Commerce certifies Salary Certificates at this level. For educational documents, the issuing university can validate the legality of the document at this level.

- **State Government attestation**

State level verification of documents is carried out by the State Home Department (SHD), Human Resource Department (HRD), and the Sub-Divisional Magistrate (SDM). Though SDM functions separately from the state government, attestation by SDM is considered at the state level.

- **MEA Attestation**

After regional and state level attestation, comes attestation by the Ministry of External Affairs. This is the last level of authentication from the home government. MEA deals with the foreign matters of the country and it attaches a stamp once it is satisfied with the authenticity of the documents.

- **Embassy Attestation**

After MEA Attestation the embassy of the destination country verifies the genuineness of the document. This is the final step of attestation for most countries.

- **MOFA Attestation**

The Ministry of Foreign Affairs (MOFA) handles the foreign affairs of Gulf countries. For countries like Qatar, UAE, Kuwait and Saudi Arabia, MOFA attestation is the further procedure.

## **Documents required for [salary certificate attestation](#):**

The basic document required for salary certificate attestation is the salary certificate itself. A copy of your passport is required. Commercial registration of the company and a computer card copy is also required.

## **Time required for [Salary Certificate attestation](#)**

The duration of the attestation procedure varies depending on the type of document you want to attest. The time it takes will also depend upon how busy the office is. If there are lots of attestation applications, it might take some time. With the help of New India Attestation, your time can be significantly reduced. Usually, a **salary certificate attestation** can be completed within 3/4 days.

## **Benefits of [Salary Certificate Attestation](#)**

Salary Certificate Attestation has benefits similar to attestation of other certificates. One among them is the universal acceptance it grants to the certificate. With worldwide recognition, the certificate augments your employability. With properly attested salary certificates, you can apply for loans, scholarships and other financial assistance. It can also help in speeding up visa processing.